



SOUTH WESTMORLAND MULTI ACADEMY TRUST

Cleaning Operative

Job Description

Name:

Salary:

Hours:

NJC Salary Scale 1 Point 2 £22,366 per annum full time equivalent

15 hours per week - term time plus 1 week

The job description may include all such other duties as the Headteacher and Governors may reasonably expect from time to time.

Relationships

1. The post holder reports to the Headteacher, School Business Manager and Site Manager
2. The post holder will work closely with the:
 - a. School Business Manager
 - b. Site Manager
 - c. Cleaning Supervisor

Purposes of the Post

1. To maintain the school premises to a high standard of cleanliness; required to clean all rooms, including classrooms, offices, toilets, cloakrooms, staircases, corridors, halls and all other areas in use

Essential personal qualities and skills

- Excellent organisational skills
- Excellent interpersonal skills including the ability to liaise with staff

Main Responsibilities	Expected Standards
<ul style="list-style-type: none">• To be responsible for cleaning certain parts of the school site as allocated by the cleaner in charge (this will vary from time to time).• To use cleaning materials as instructed by the Site Manager.• To operate cleaning machinery in cleaning soft and hard surfaces, e.g. vacuum cleaners and polishers.• To maintain confidentiality in respect of school-related matters and to prevent disclosure of confidential and sensitive information.• To work to health and safety guidelines at all times.• Vacuum cleaning hard and soft floors	<ul style="list-style-type: none">• Site is kept clean• Stock is requested to be ordered in a timely manner• Health and safety breaches reported promptly to the Health and Safety Manager

<ul style="list-style-type: none"> • Spot cleaning of spillages • Wiping furniture, ledges, pipes, paintwork, doors and polishing door glass • Emptying and cleaning waste and recycling bins • Cleaning toilets including sanitary fittings and surrounds • Mopping and spray cleaning hard floor surfaces • Wiping and polishing and straightening furniture • Replenishing supplies in toilets and classrooms, etc • Checking and closing windows, switching off lights after work • Such other duties as may be allocated from time to time • All defects/hazards must be immediately reported to the Cleaner in charge or Premises Manager 	
General	
Dress & Appearance <ul style="list-style-type: none"> • To maintain the highest standards of smart business dress • To sustain a pleasant and co-operative demeanour at all times 	<ul style="list-style-type: none"> • A positive image is portrayed at all times and the corporate dress code is followed.
Self-Development <ul style="list-style-type: none"> • To continually seek development opportunities in order to improve personal performance 	<ul style="list-style-type: none"> • CPD co-ordinator is advised of training needs • Development opportunities are sought and acted upon
Attitude <ul style="list-style-type: none"> • To act as a professional and positive ambassador for the school in order to support the school's mission and profile 	<ul style="list-style-type: none"> • Positive / constructive feedback from parents / students / visitors / colleagues / supporters. • High level of self-motivation and encouragement of others
Policy Promotion <ul style="list-style-type: none"> • To actively promote the school's Equal Opportunities, Health & Safety and Data Protection policies to ensure that the school operates effectively and fairly in line with legislative requirements 	<ul style="list-style-type: none"> • Low level of complaints received • Positive working culture is demonstrated • Positive feedback from performance management • Positive feedback from H & S audits
Child Protection <ul style="list-style-type: none"> • To adhere to the school's Child Protection procedures 	<ul style="list-style-type: none"> • Procedures followed • Low level of complaints due to breach of procedures
Confidentiality <ul style="list-style-type: none"> • To ensure confidentiality of the school's activities is maintained in order to protect the integrity of the organisation and its people 	<ul style="list-style-type: none"> • Low level of complaints due to breach of confidentiality • Demonstration of actions to protect confidentiality
Flexibility <ul style="list-style-type: none"> • To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation 	<ul style="list-style-type: none"> • Willingness to experiment with new methods and approaches / initiative taken • Enthusiasm towards changing circumstances

Dallam School is committed to developing the skills of its people. If you have any query about you own personal development, please speak to your line manager.

Signed: (Post Holder)

Signed (Line Manager)

Date.....

The School reserves the right to amend this document as necessary, after consultation with the post holder, in order to reflect changes in organisational requirements and ensure that the future goals of Dallam School are successfully achieved.
